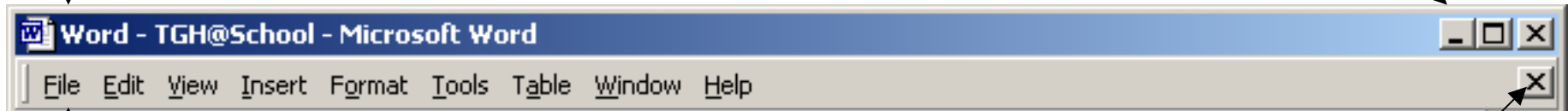


Title Bar: Displays the program name (**Microsoft Word**) and the document name (**Document1**)

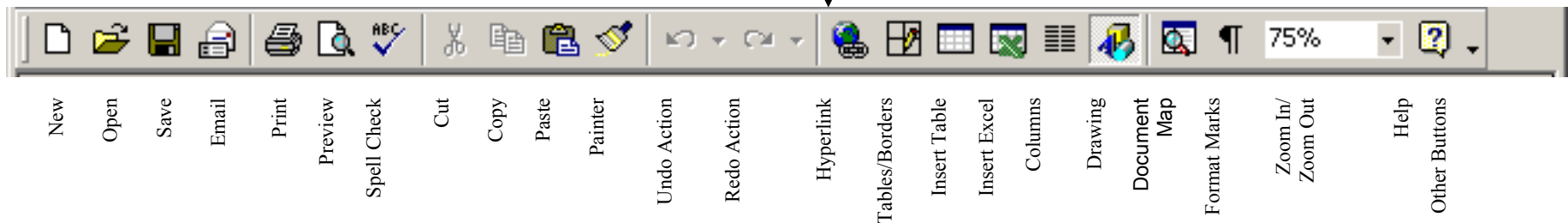
Program Minimize, Restore/Maximize, and Close Buttons: these buttons control the **Word program window** only. Click on the close button (**X**) to exit Microsoft Word.



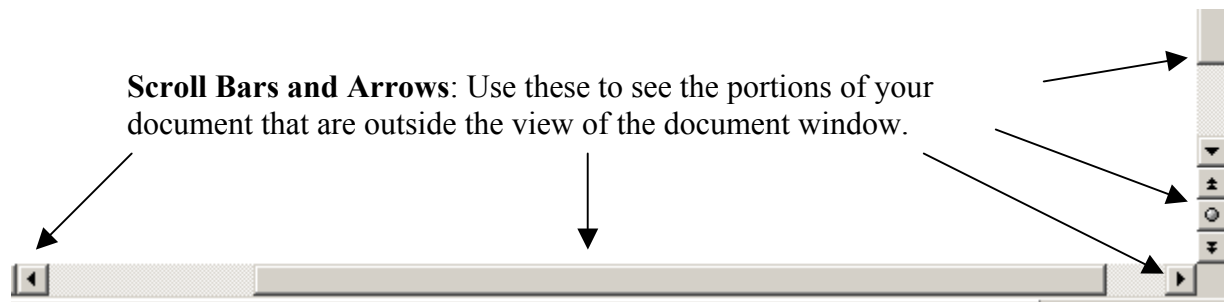
Menu Bar: Clicking on any word in the Menu bar (**File**, **Edit**, **View**, etc) opens a new menu with different commands to choose from.

Document Close Button: Click on the close button (**X**) to close the current Document.

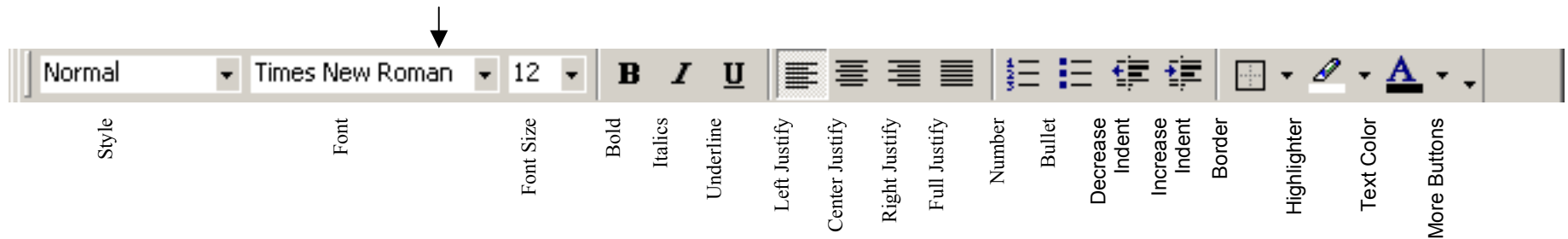
Standard Toolbar: Contains a group of buttons that perform common tasks like saving and printing files.



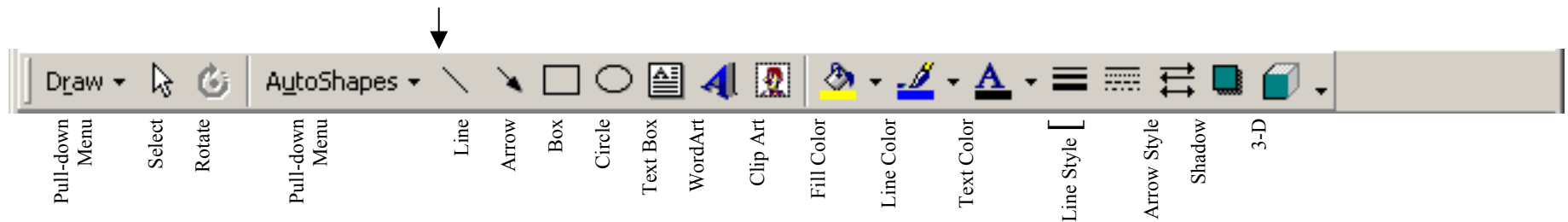
Scroll Bars and Arrows: Use these to see the portions of your document that are outside the view of the document window.



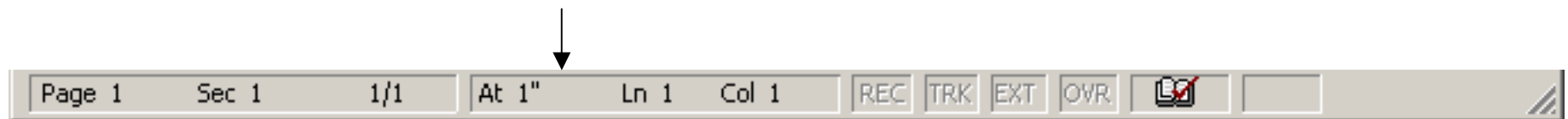
Formatting Toolbar: Contains a group of buttons that allow you to make basic formatting changes to your document.



Drawing Toolbar: Special toolbar that allows you to add shapes, lines, arrows or WordArt to your document.



Status Bar: Displays the current page number, the total number of pages in the document, and other details about the positioning of the insertion point in your document.

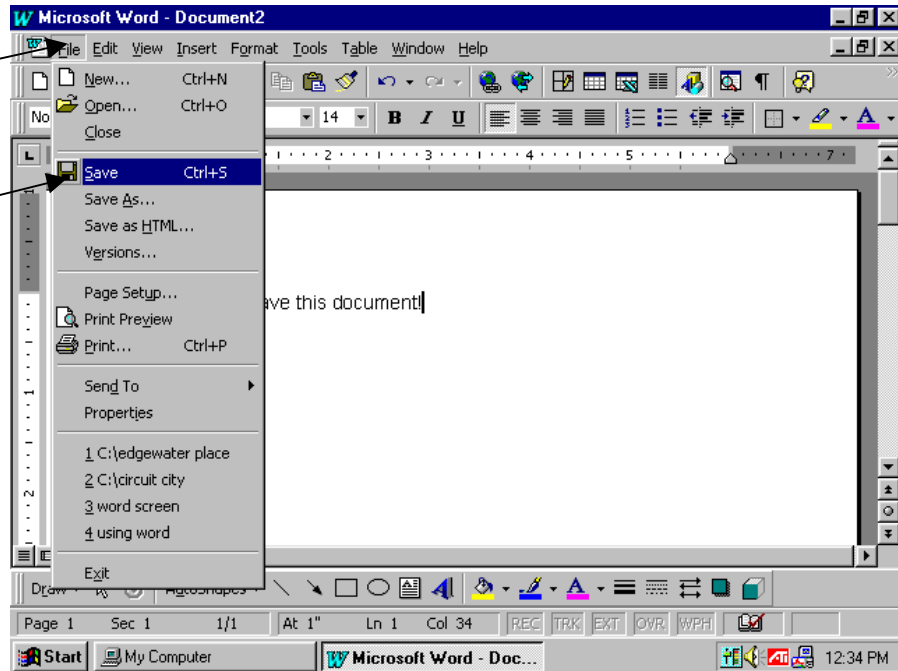


Saving Documents in Microsoft Word

Follow these steps to save a document for the first time:

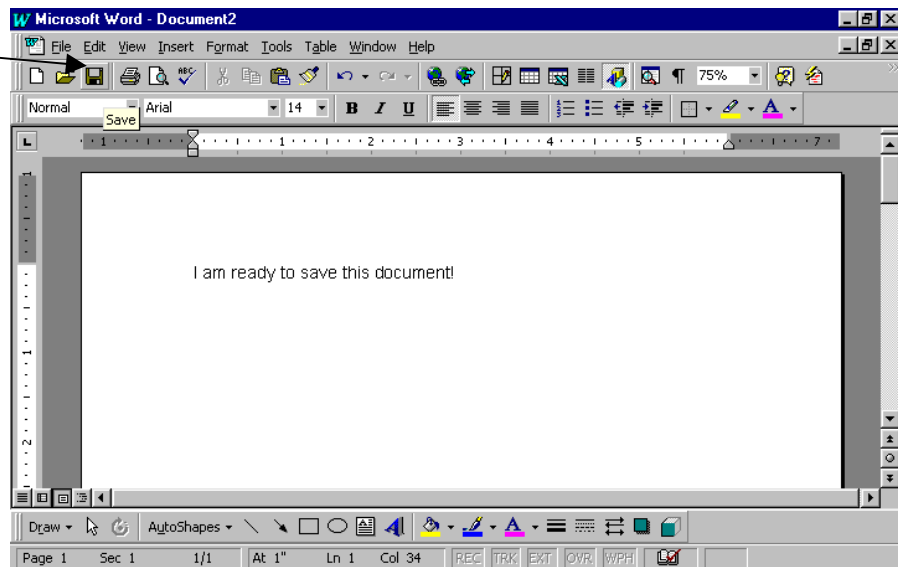
1. Click on **File** in the Menu bar.

2. Click on **Save** in the File menu.

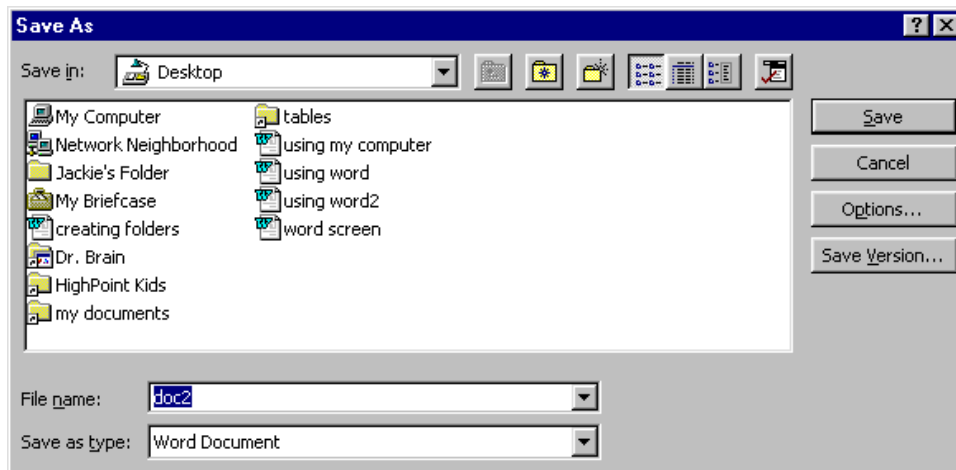


OR

1. Click on the **Save** icon on the Standard toolbar.



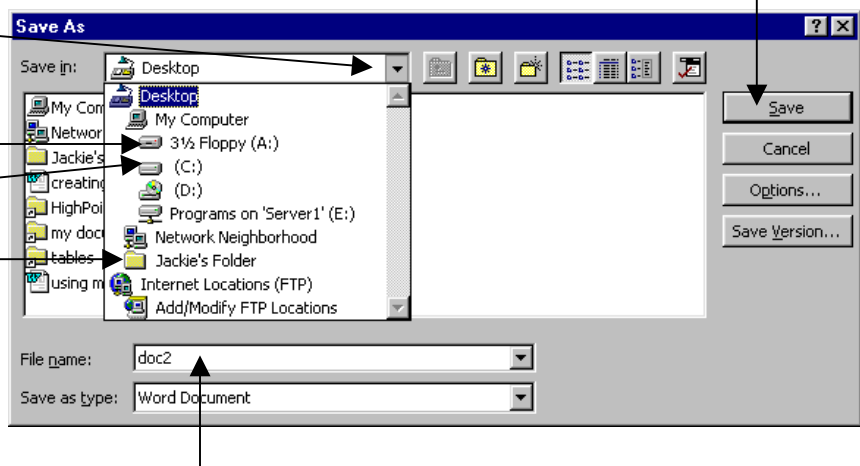
The **Save as** dialog box appears:



Step 3: Click on **Save** to execute the save.

Step 1: Click on the black arrow at the end of the **Save in** box to choose a save location.

- Choose **3 1/2 Floppy A:** to save to a floppy disk,
- Choose **C:** to save to the hard drive, or
- Choose a folder you've created (such as **Jackie's Folder**) to save the document inside that folder.

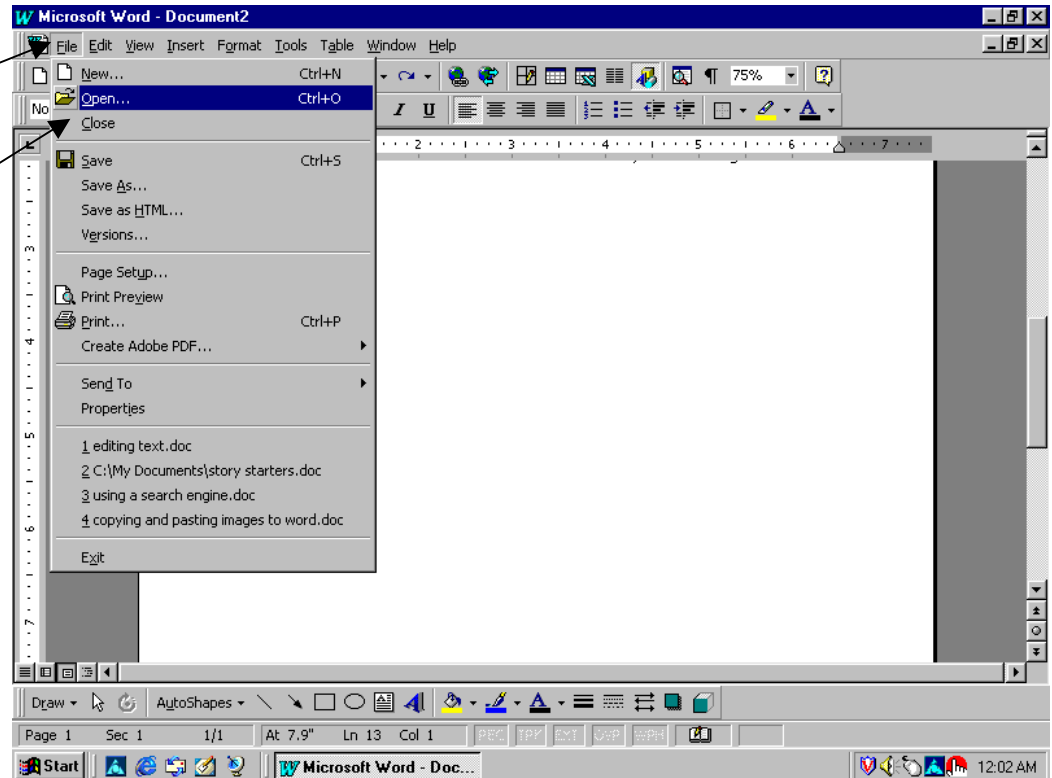


Step 2: Click in the **File name** box to type in a file name. Be sure to give your document a meaningful name—one that says something about what the document is. For example, the file name for my resume is *resume*.

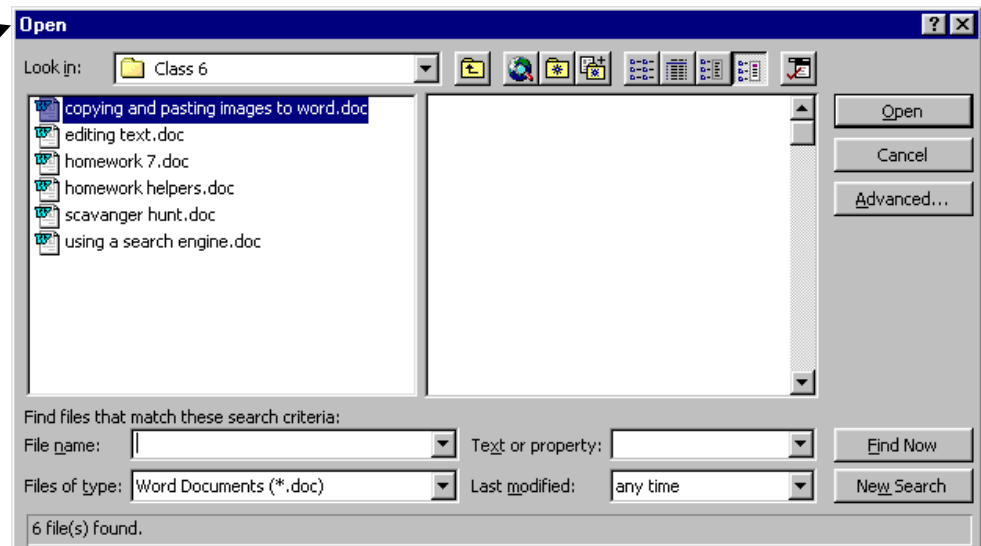
Opening Files in MS Word

Opening an existing file in Word is similar to saving a file in Word.

1. Click on **File** in the **Menu bar**.
2. Click on the option **Open**.

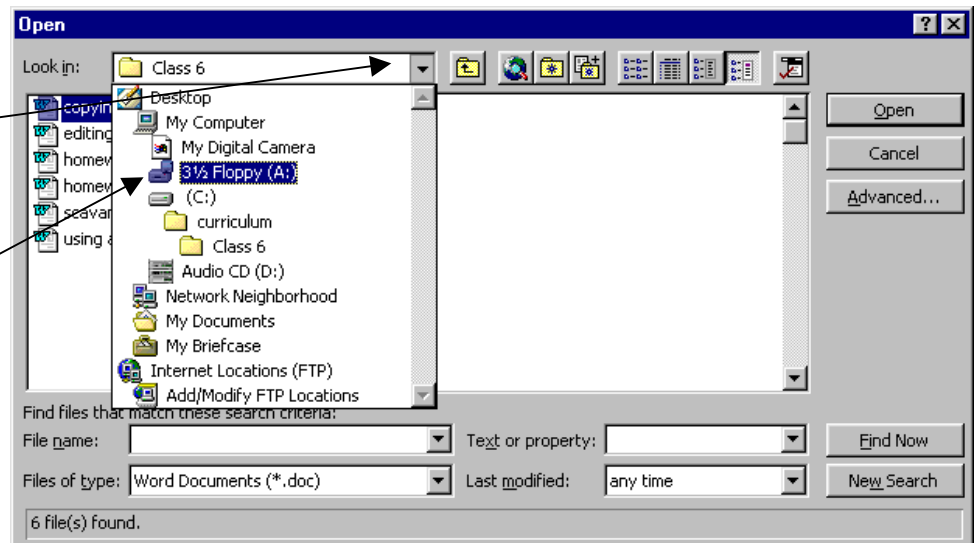


3. The **Open** dialog box appears.



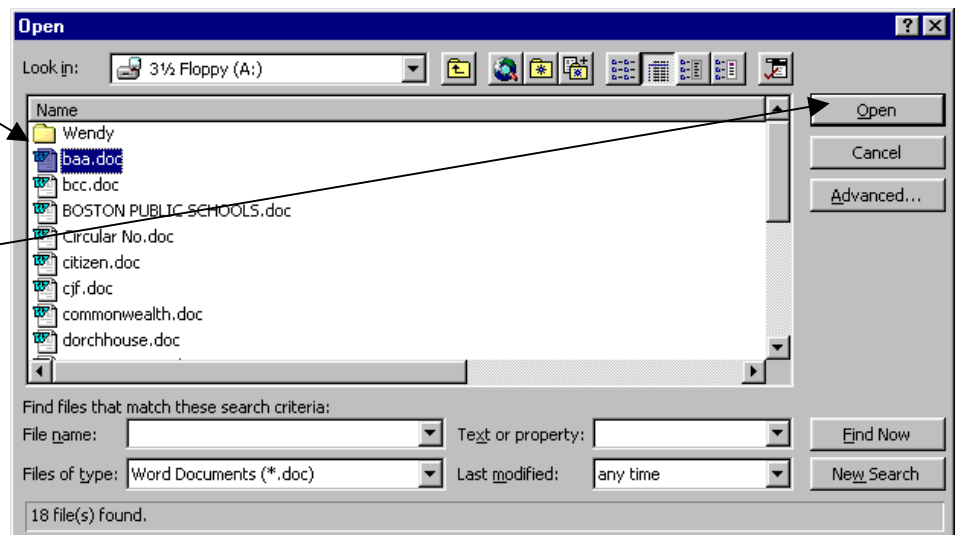
4. Click at the end of the **Look in:** box to choose the location where your file is stored.

5. Click on the **3 1/2 Floppy (A:) Drive** if you want to retrieve a file from a floppy disk.



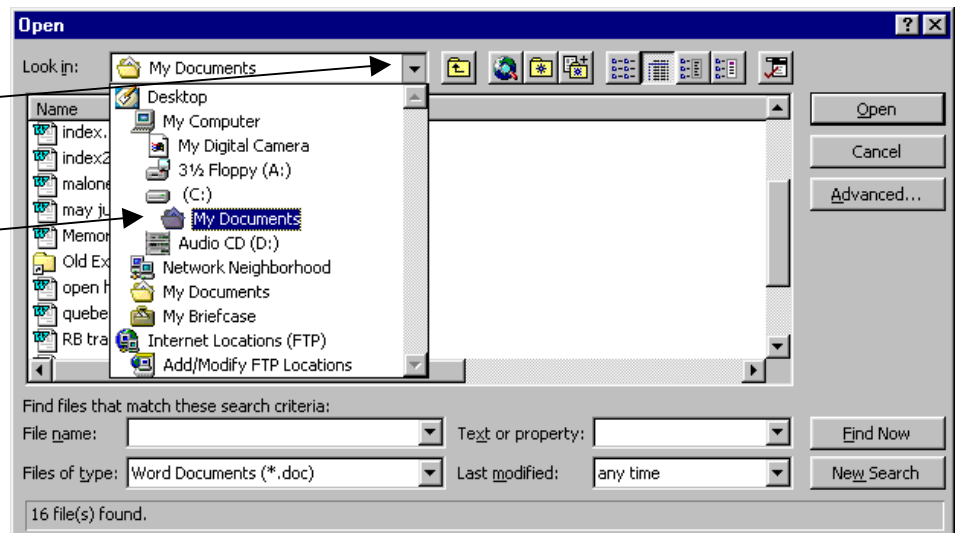
6. Click on the file that you want to open.

7. Now, click on the **Open** button to open the file.



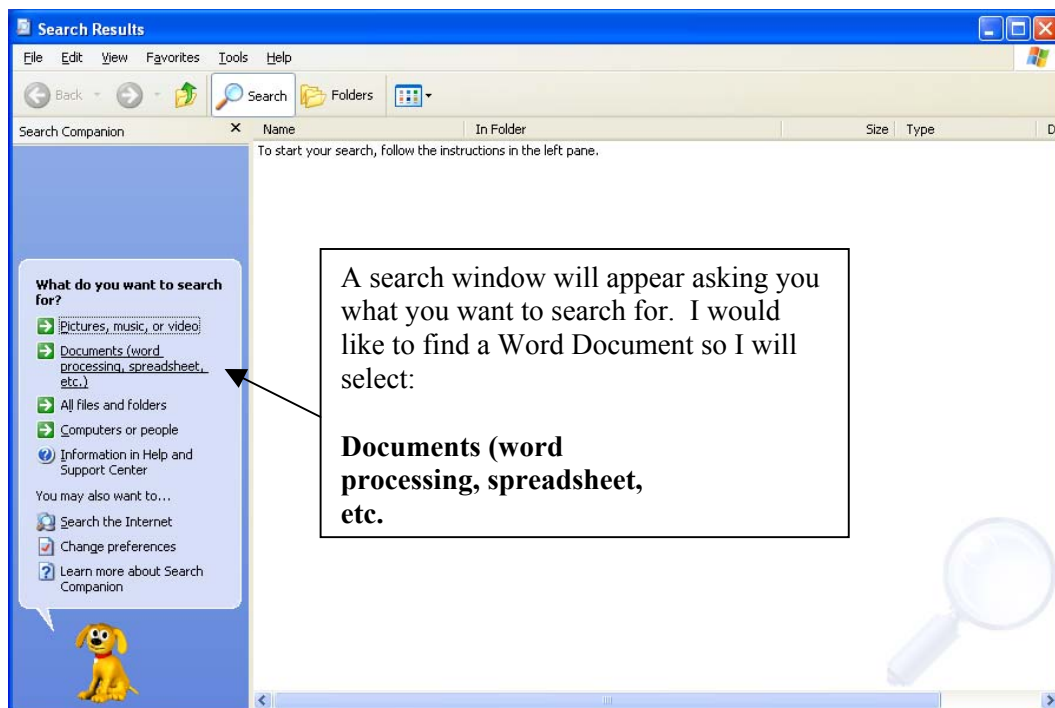
Note: Follow the same steps to open a file on the **Hard Drive**.

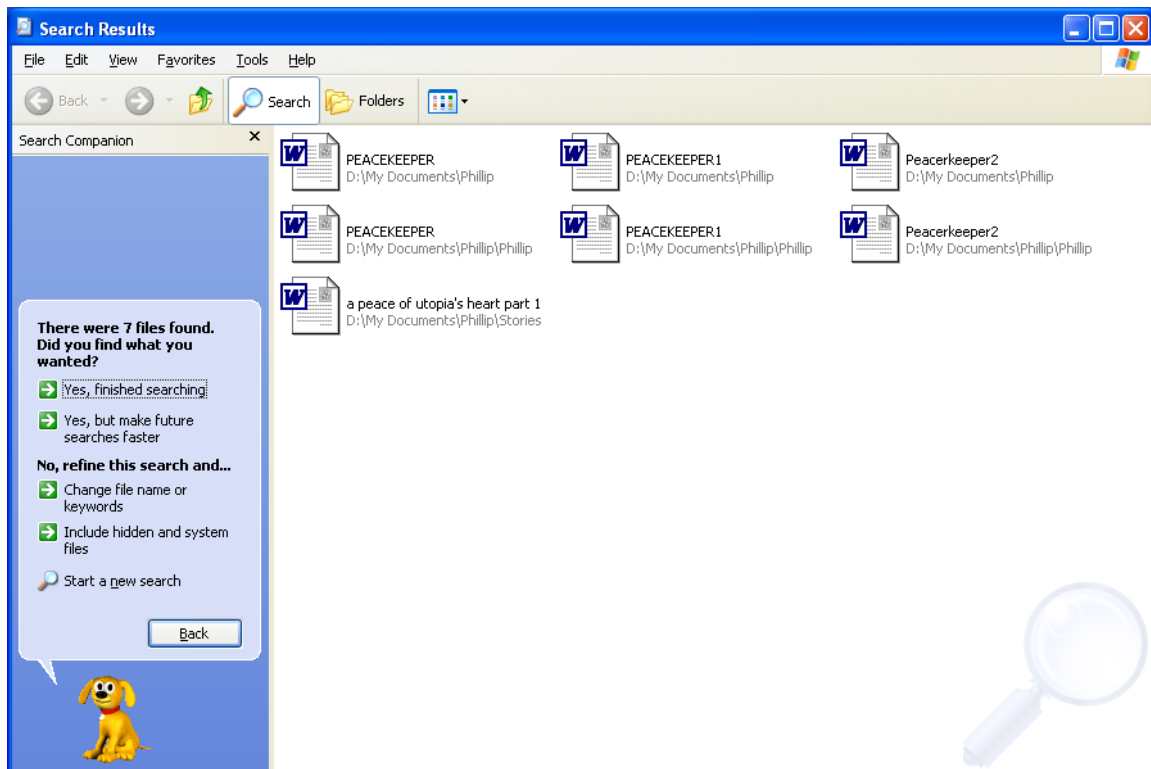
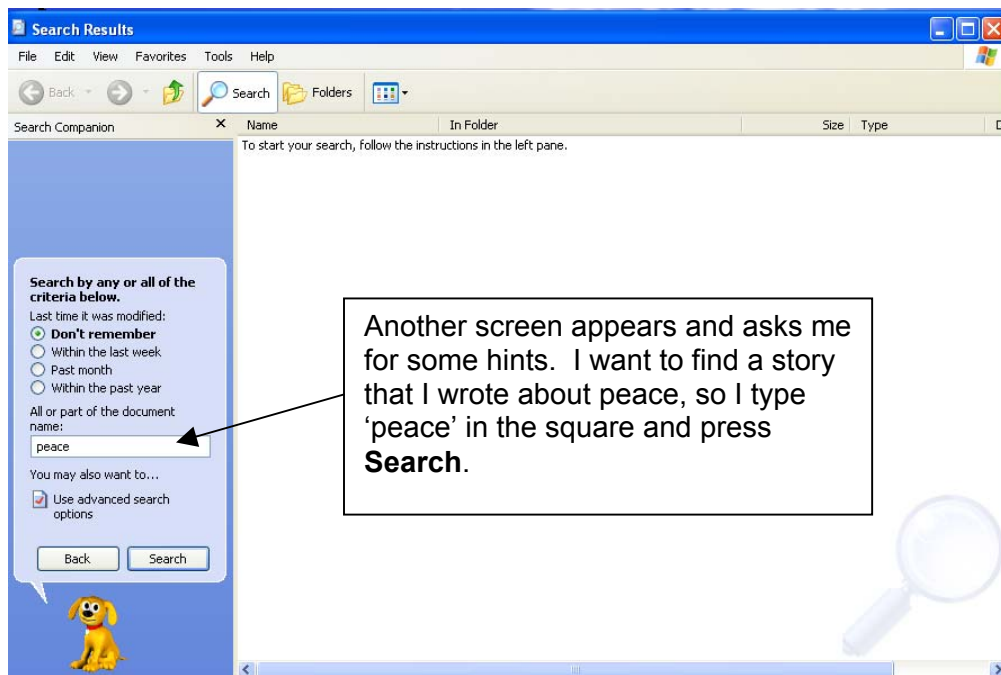
⇒ A common folder for documents to be saved in on the hard drive is the **My Documents** folder.



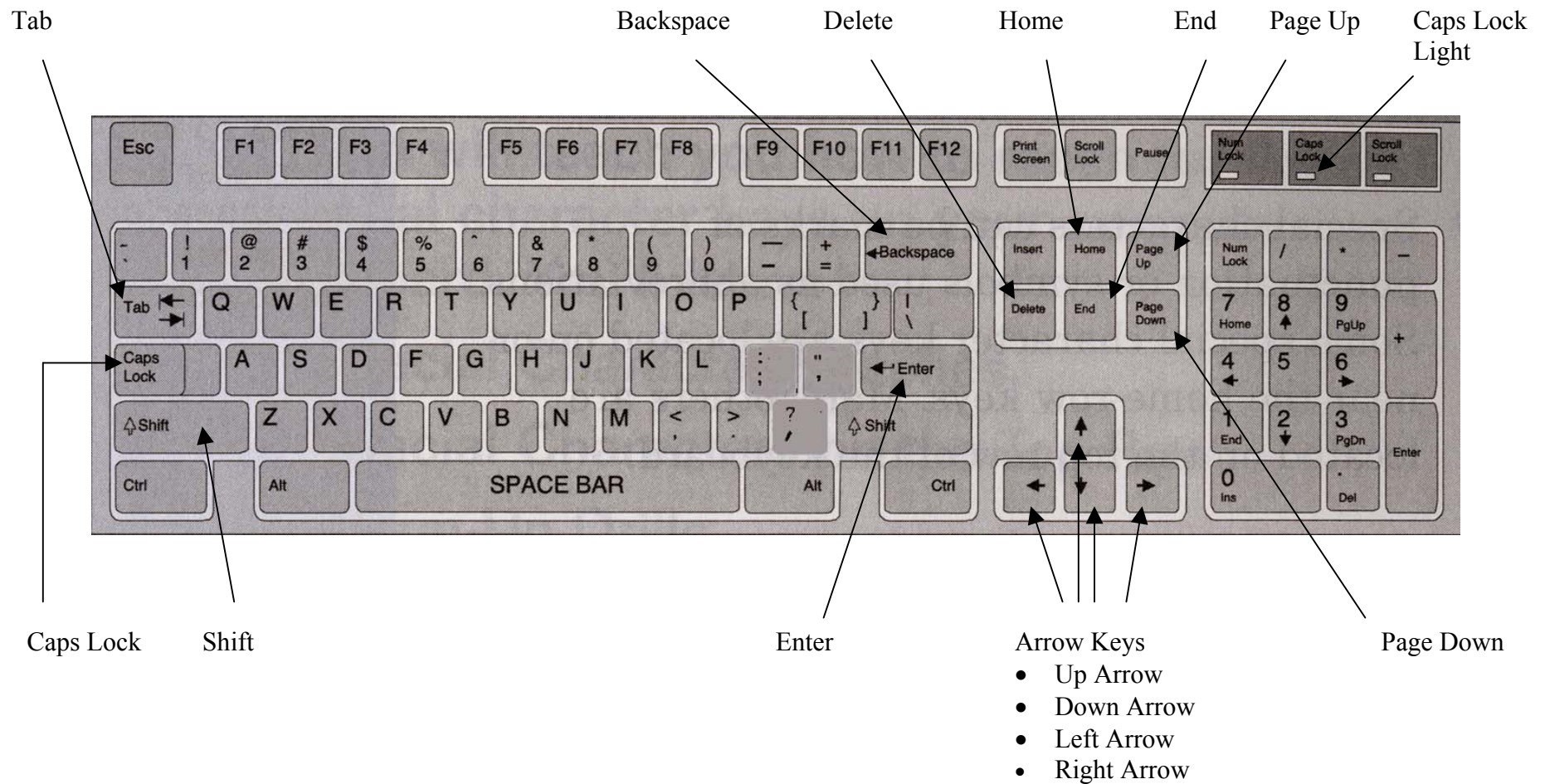
If you can't find a file that you saved, your best bet is to go to **Search** in the **Start Menu**:

1. Point to **Search** in the **Start Menu**.





Editing Text in MS Word



Key	What It Does
Tab	Moves the insertion point one half inch every time it is pressed.
Backspace	Deletes text to the left of the insertion point.
Delete	Deletes text to the right of the insertion point.
Home	Moves insertion point to the beginning of the current line.
End	Moves insertion point to the end of the current line.
Page Up	Moves insertion point up one screen.
Caps Lock Light	This light will be on when you are in Caps Lock mode.
Up Arrow	Moves insertion point up one line. Hold down to move up several lines.
Down Arrow	Moves insertion point down one line. Hold down to move down several lines.
Left Arrow	Moves insertion point left one character. Hold down to move several spaces left.
Right Arrow	Moves insertion point right one character. Hold down to move several spaces right.
Enter	Moves insertion point down to a new line to start a new paragraph.
Shift	Hold down the Shift keys while typing a letter to make Capital letters or to make the special characters found above the numbers and letters on the keyboard.
Caps Lock	Use Caps Lock to type several Capital (or Upper Case) letters in a row.
Page Down	Moves insertion point down one screen.